



## Town of Haxtun Employment Opportunity

**Position:** Deputy Town Clerk

**Status:** Full-Time

**Salary Range:** Starting \$20 per hour plus competitive benefit package

**Work Schedule:** Monday – Friday 7:30AM-4:15PM

**Opening Date:** February 23, 2022 - Open Until Filled

**Summary:** Under direct supervision of the Town Clerk, the individual in this position serves the public, elected officials and town departments by providing a variety of services and information. This position handles day-to-day aspects of record management, building permits, licensing, and preparation of meeting agendas, packets, and minutes. This position also performs complex bookkeeping duties involving financial record keeping and transactions including accounts payable, employee payroll and employee benefits processing. The Deputy Clerk position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgement, and professionalism.

**Qualifications:** Minimum of high school graduation or equivalent. Minimum three (3) years progressively responsible experience in a professional office environment with significant public contact. Equivalent combinations of education and experience may be considered.

**Requirements:** Ability to work occasional evenings to attend scheduled public meetings. Physical activities include sitting and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to participate in routine conversation in person, via telephone, or via recording. Most work is performed in a typical office setting.

Application available at:  
Haxtun Town Hall, 145 S Colorado Ave, Haxtun, CO 80731  
[townofhaxtun.colorado.gov](http://townofhaxtun.colorado.gov)  
[klharms@pctelcom.coop](mailto:klharms@pctelcom.coop)

Please return resumes and applications to:  
Town of Haxtun, PO Box 205, Haxtun, CO 80731

***TOWN OF HAXTUN IS AN EQUAL OPPORTUNITY EMPLOYER***